

SALARY AND BENEFITS

The Electric Division Manager – Substations annual salary is normally appointed at 85% of Control Point, which is approximately \$122,868. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$144,552. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Tuesday, June 17, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

The City of Santa Clara



Invites applications
for the position of

ELECTRIC DIVISION MANAGER - SUBSTATIONS

ELECTRIC UTILITY DEPARTMENT

**Preferred Filing Date:
June 17, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 114,238 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

THE DEPARTMENT

The mission of the Electric Utility Department is to be a progressive, service-oriented utility, offering reliable, competitively priced energy services for the benefit of the City of Santa Clara and its customers.

THE POSITION

This is a professional position in the unclassified service responsible for managing the Substation Division of the Electric Department. An incumbent in this position may be assigned to Electric Department divisions.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good

example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a bachelor's degree in engineering, business or closely related field; and
- Four (4) years experience at a responsible level in engineering, administration, marketing, rate setting, resource planning, power contracts, power trading, risk management, communications, information technology, power operations, or maintenance in the electric utility industry or related field are required.
- Eight (8) years of applicable electric utility experience may be substituted for the education requirement.
- An advanced engineering or business degree may be substituted for up to two (2) years of the experience requirement.

LICENSE

Possession of an appropriate, valid California driver's license is required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles of electrical utility planning and engineering involved in the development, construction, production, operational methods in interconnected utility area; power trading; risk management; transmission, distribution, utilization, and conservation of electricity; principles of program evaluation, forecasting and planning, probability and energy analysis and formulation; product development and marketing; customer service;

telecommunications; information technology; and

- Principles of engineering economics; rate making concepts; laws applicable to rate setting policy; and the principles of management and personnel administration.

Ability to:

- Analyze complex data; resolve applicable problems; prepare technical reports;
- Effectively negotiate contracts; manage long term supplier and customer business relations;
- Manage contractor activities;
- Manage project development, and operations management;
- Work successfully in a team environment;
- Communicate effectively in writing and orally; and
- Work effectively and harmoniously with others in a team environment.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, develops, coordinates, performs, and directs the activities of an assigned Division(s) of the Electric Department;
- Provides recommendations on a broad spectrum of division related issues;
- Manages assigned personnel, provides technical instructions and assistance as necessary; develops, performs and manages the implementation of utility plans based upon applicable State and Federal laws;

- May be responsible for directing the activities of consultants and contractors;
- May be required to represent the City to customers, other agencies, other utilities and members of the public;
- Administer and assist in the personnel and financial matters of the assigned division; and
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Director of Electric Utility, Assistant Director of Electric Utility, or other manager as assigned.

SUPERVISION EXERCISED

Supervises professional and other assigned personnel.

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment.

CONFLICT OF INTEREST:

Incumbent in this position is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.